



Dear Business Owner,

As a Virginia state agency, James Madison University utilizes a web-based, electronic marketplace that brings Virginia government buyers and sellers together. This electronic procurement system is called eVA (electronic Virginia).

Like other state agencies, James Madison University is required to use the eVA system as its sole procurement source, and we need to purchase goods and services from registered eVA vendors. We highly encourage you to register your company with eVA. Being a registered vendor in eVA not only gives you access to JMU buyers, but also provides opportunities to conduct business with other Virginia government buyers. If you choose not to register with the eVA system, you may find your sales will decrease as our campus buyers attempt to source from eVA registered vendors.

eVA is a self-funding system requiring capital for its continued operation and improvement. The eVA program does not receive money except by way of its [Fee Schedule](#). Fees will not be incurred unless an order is placed. The university also pays fees for every order we process through the system.

Once you register with eVA, buyers will be able to select your company to place orders with and you will begin receiving notices of open solicitations for items in your selected commodities. If you select to receive electronic orders through the system, which we recommend, they will arrive in the method you select. If you select "print", the end user in most cases, will fax/mail/email the order directly to you. Depending on your company's abilities, there are also options to set up catalogs in the system and to receive Visa charge card payments through eVA. Purchase order numbers are generated through the system. Change orders are also sent through the system with versioning (*ie -V2, V3, etc.*). After registering, you will need to manage any changes to your account.

If you are woman-owned, minority-owned, or a small business vendor, you must also register with the Department of Small Business and Supplier Diversity. For more information, and to register, please go to the SBSB website [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

Virginia is recognized as a leader in electronic procurement. Our electronic procurement program is nationally recognized and has the lowest fees in the nation. We are committed to continuing that success. We appreciate your interest in James Madison University and look forward to conducting business with you electronically through the eVA system.

Both eVA and JMU Procurement Services can be reached for questions.

**eVA Contact Information**

Registration: [eva.virginia.gov/register-now.html](http://eva.virginia.gov/register-now.html)

Training: [eva.virginia.gov/get-help-customer-care.html](http://eva.virginia.gov/get-help-customer-care.html)

Phone: (866) 289-7367

E-mail: [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov)

**JMU Procurement Contact Information**

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